United States Department of Agriculture

Regional Conservation Partnership Program

October 17, 2019

RCPP Portal Webinar

Natural Resources Conservation Service

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Today's Topics

- RCPP Reminder- Proposal Submission
- RCPP Portal Purpose
- RCPP Partner Portal
  - Overview
  - System Access
  - System Use – Demo
- Where to Find Help
- RCPP Q&A

RCPP Reminders for Proposal Submission

RCPP Reminder

- **RCPP Proposals**
  - Due **December 3, 2019** at **5:00 pm EST**
  - **Must use the Portal for application**
- **RCPP Portal**
  - Must have Level 2 eAuthentication access
  - **Requesting an Account can take up to 2 business days**

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RCPP Portal for Partners

RCPP Portal Purpose

- Allows for web based submission of Proposals
- Programmatic Agreement and Supplemental Agreements will be negotiated utilizing the Portal
- Allows for Project Management (if awarded)

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RCPP Portal Topics

Accessing the Portal

- Entry Point Links
- Requesting New User Access

How to create a new Proposal

- Navigating Home Page

Content of Proposal

- Basic Information
- Project Details
- Executive Summary
- Partners & Contribution
- Funding Request
- Upload Map
- Narrative Questions

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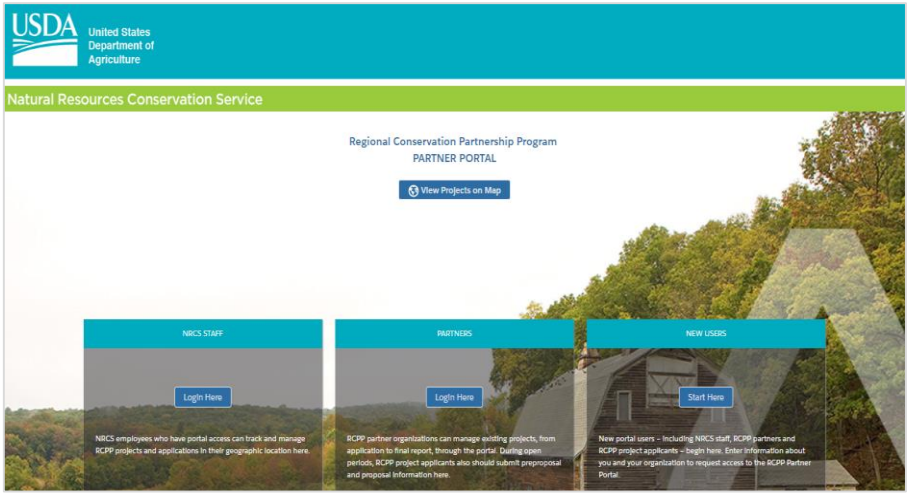
Accessing the Portal: Entry Link

USDA Level 2 eAuth is required to access the RCPP Portal. To request a USDA eAuth account: https://www.eauth.usda.gov/. **There are two entry points:**

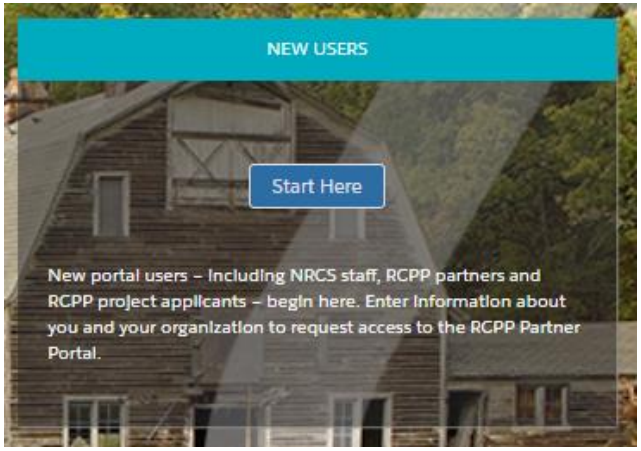
1. Via Public Site (Partner Login): https://nrcs-sites.secure.force.com/

- Existing Partner Login
- Request Partner Access

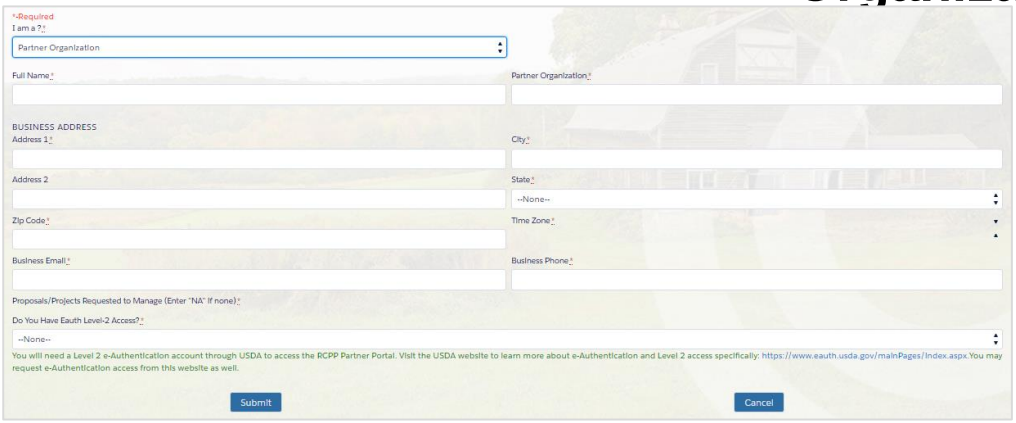


2. Via Direct Link (Partner Login): https://nrcs.force.com/

Accessing the Portal: New User Request



1. Navigate to the Public Site: https://nrcs-sites.secure.force.com/
2. Click the Start Here button under the "New Users section.
3. On the Request Access Form, from the drop-down, select **Partner Organization**.



4. Fill out all required fields.
5. Click the Submit button.

- A notification email will be sent to the user once access is granted.

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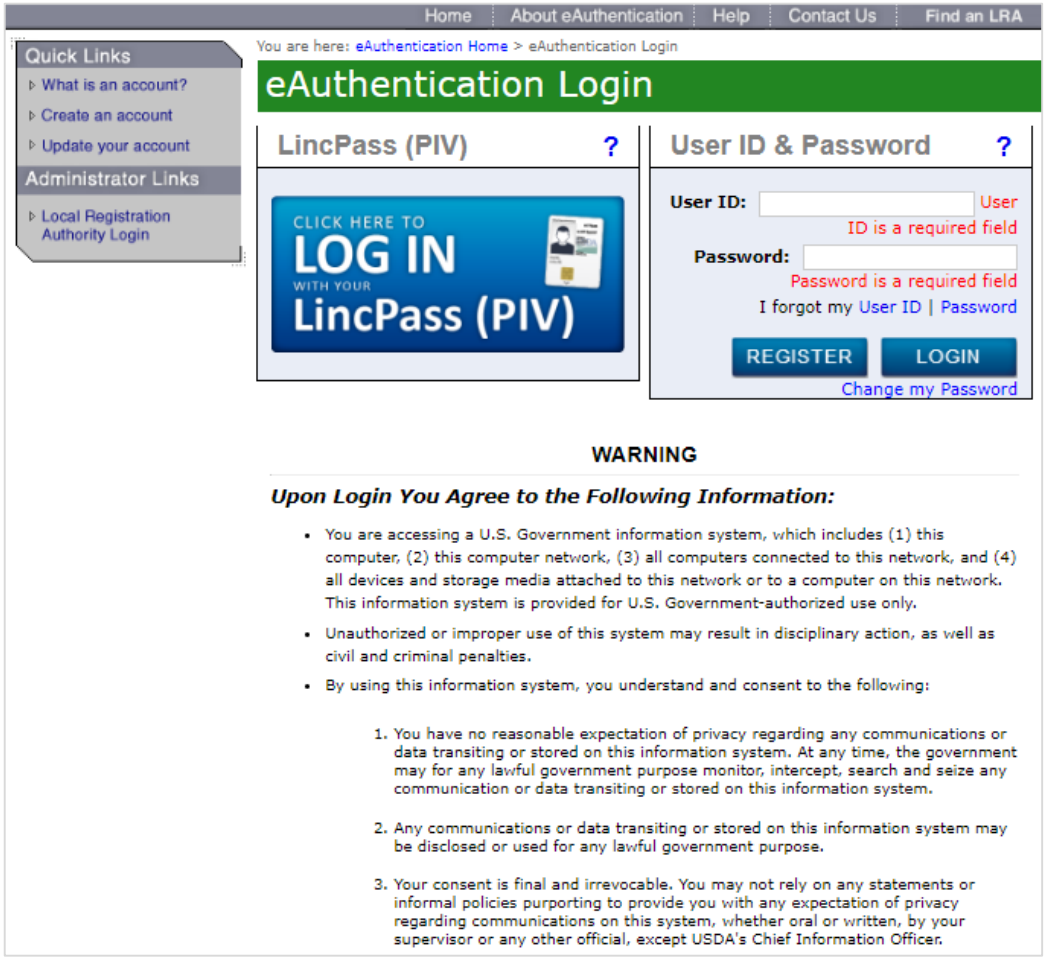
Accessing the Portal: USDA eAuthenication



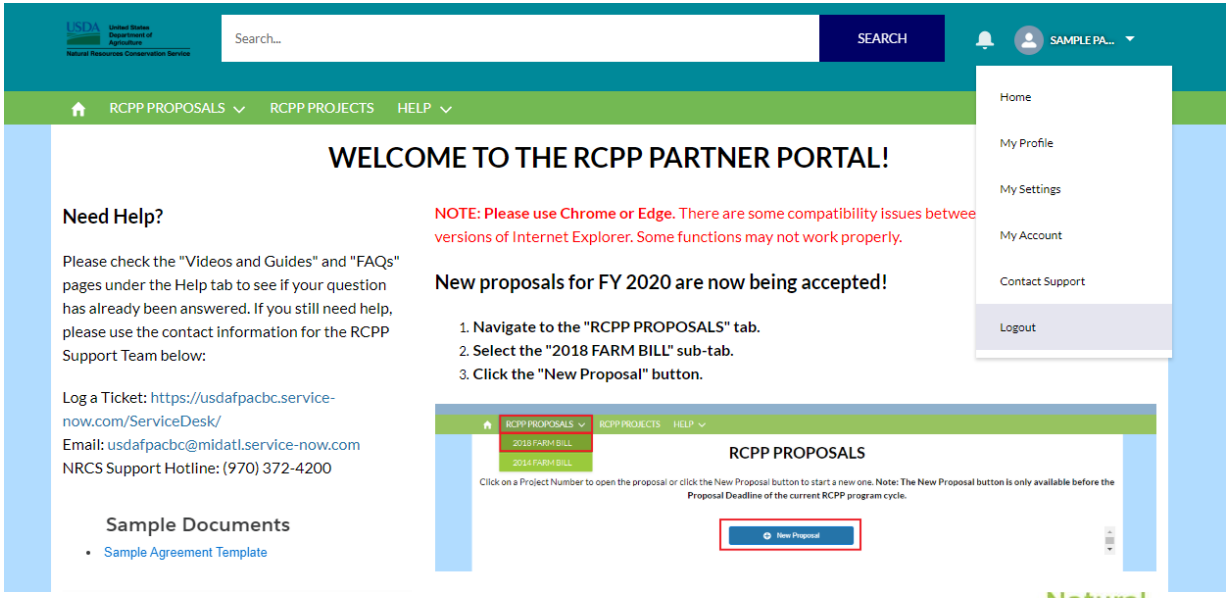
- If already logged into eAuth, from Public Site Partner Login or Direct Link Partner Login, the user will be automatically authenticated and re-directed to the Portal.

- If not already logged into eAuth, user will be taken to the USDA eAuthentication Login page, where the user can login via LincPass (PIV) or eAuth User ID and Password.

New Proposal: Navigating Home Page

Upon authentication into the portal, the user will land on the RCPP Partner Portal Home Page. The home page contains the following components:

- **RCPP Proposals Tab**
  - 2018 Farm Bill
  - 2014 Farm Bill
- **RCPP Projects Tab**
- **Help Tab**
  - Inquiries
  - Videos
  - FAQs
- **NRCS Help Desk Contact Information**
- **Notes**
- **Sample Documents**
- **Logout**



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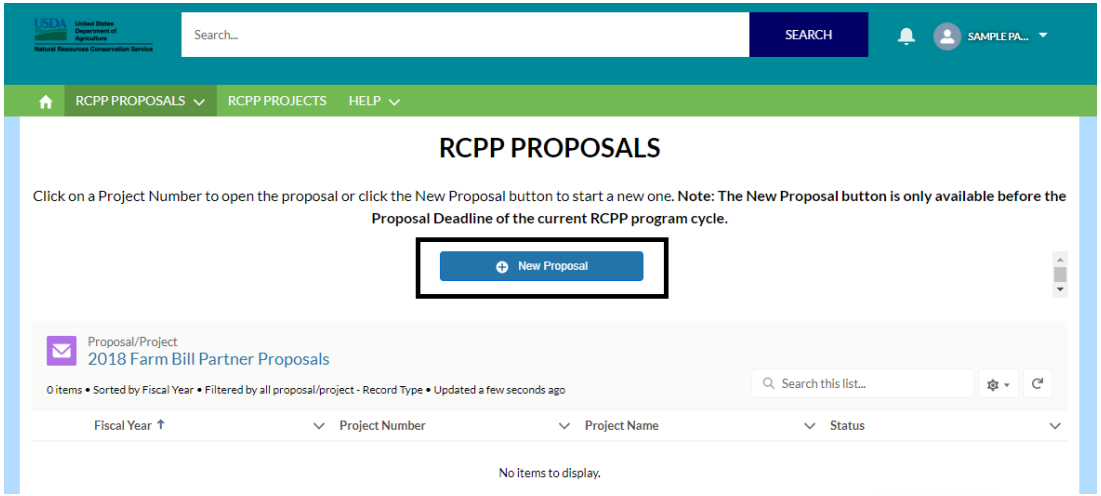
New Proposal: Creating

To create a new proposal:

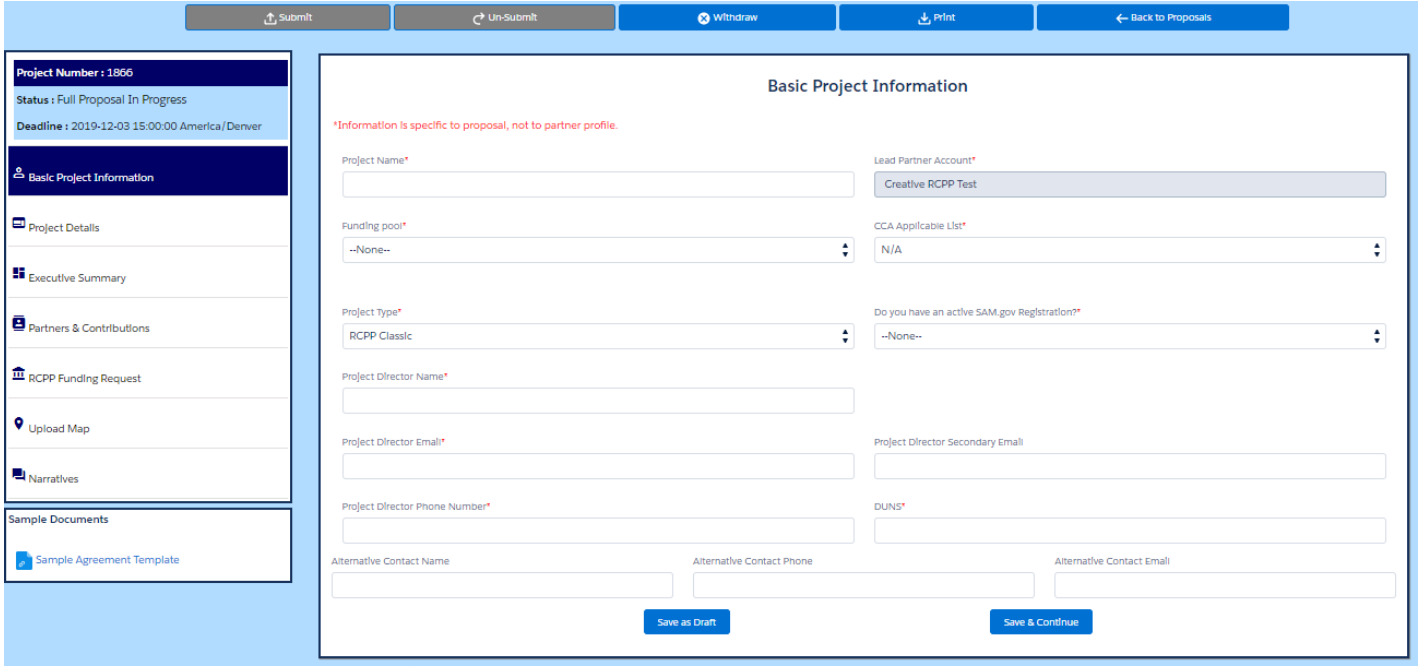
1. Navigate to the “RCPP Proposals” tab and select the “2018 Farm Bill” sub-tab.

2. Click the “New Proposal” button, which is only available before the Proposal Deadline (12/3/2019 5:00PM ET) of the current RCPP program cycle.



Proposal Content: Basic Project Information

Basic Project Information:
This is where the user will fill out basic project information such as Project Name, Funding Pool, Lead State, Partner State(s) (if any), identify if an active SAM.gov registration exists, Project Director Contact Information, and the DUNS number.
"**Save as Draft"** will allow users to save progress, whereas **"Save & Continue**" will mark the "Basic Project Information" section of the menu complete if all data is valid.



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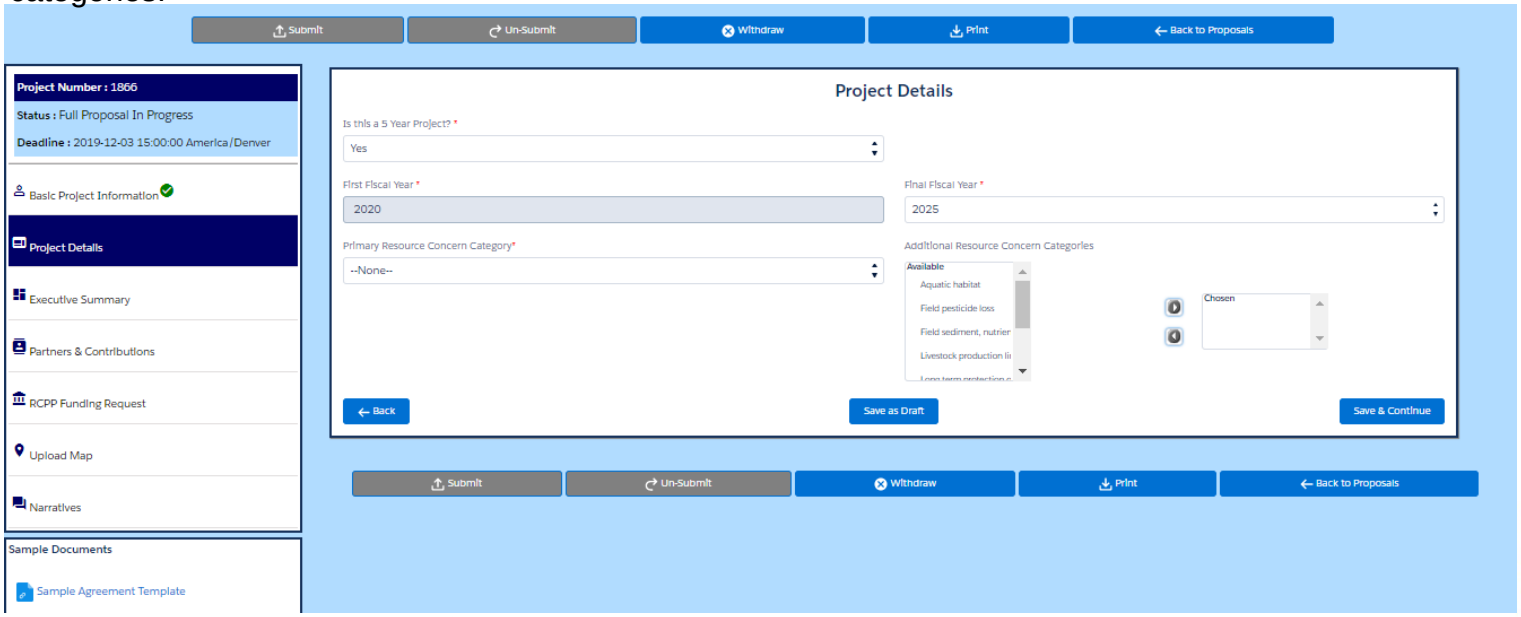
Proposal Content: Project Details

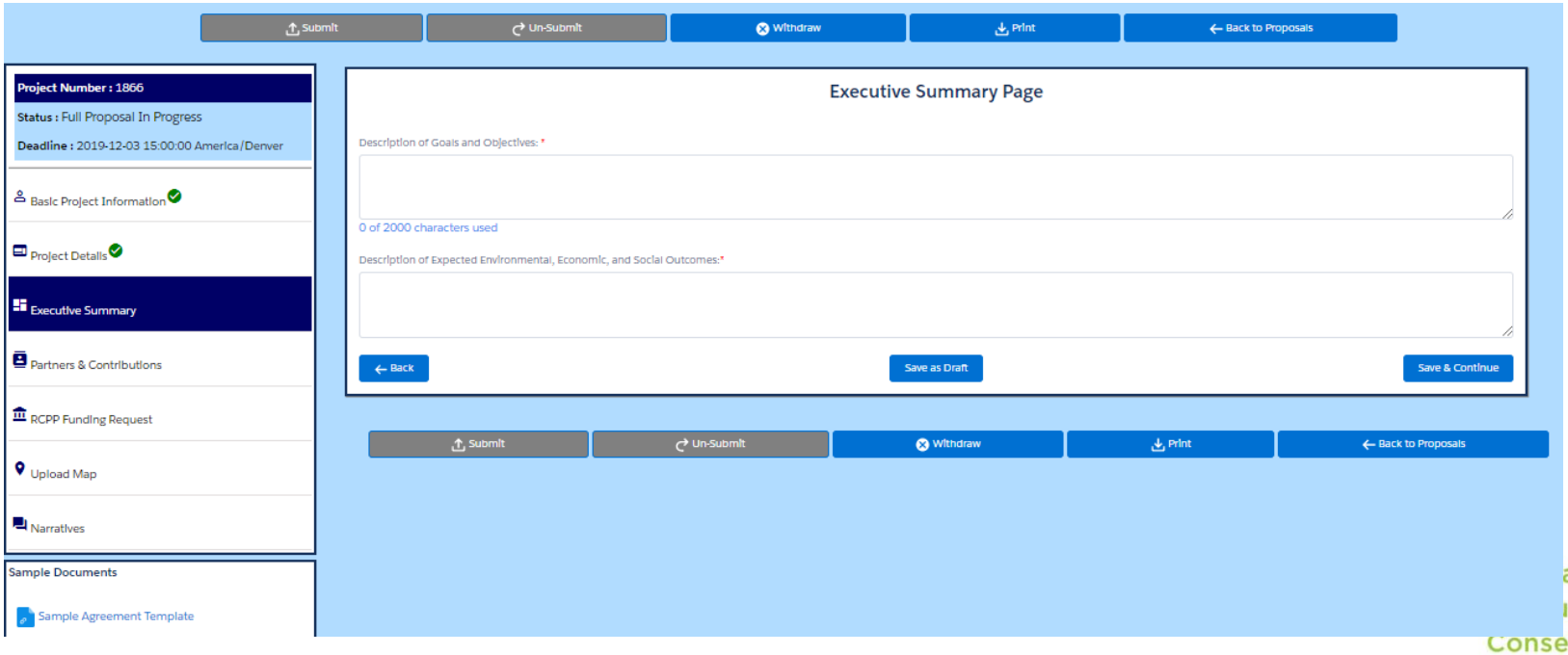
Project Details:
This is where the user will define project details such as if it will be a 5-year project, Start Year and End Year, Resource Categories, and Justification if the project is not 5 years.
"**Save as Draft**" will allow users to save progress, whereas "**Save & Continue**" will mark the "Project Details" section of the menu complete if all data is valid.

*Resource Categories are new this year! For CCA Projects, there is a cross walk of Resource Concerns to the new categories.



Proposal Content: Executive Summary

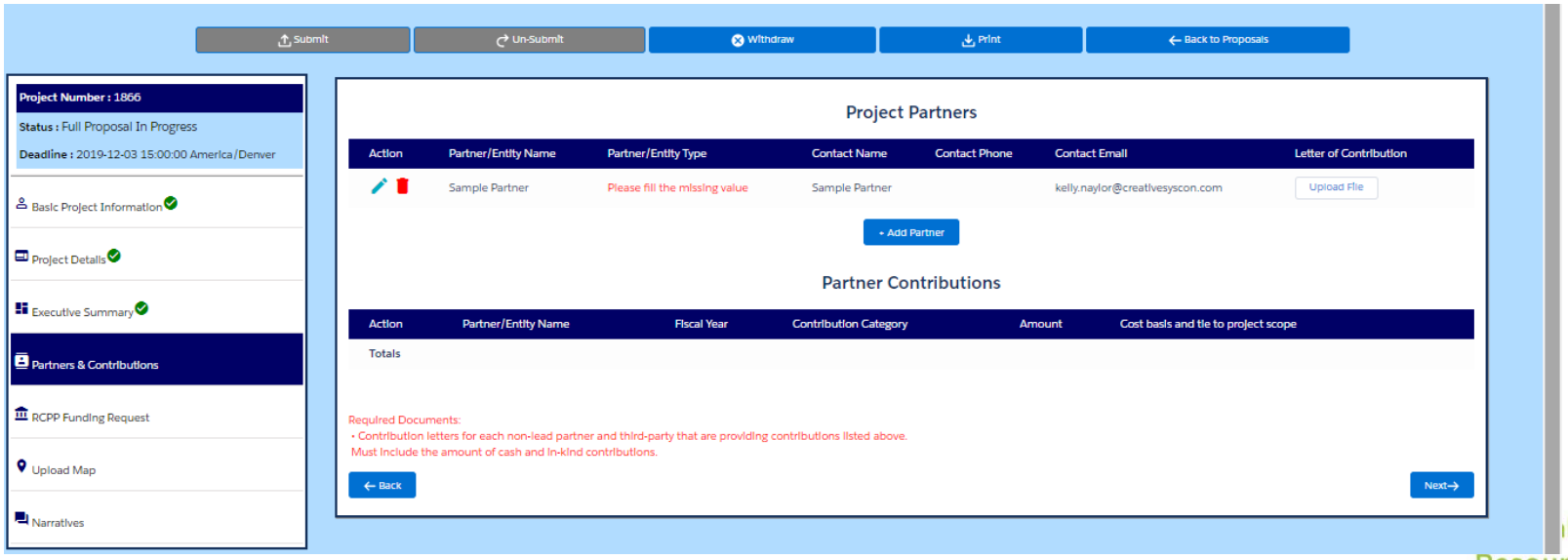
Executive Summary:
This is where the user will enter the Description of Goals and Objectives and description of Expected Environmental, Economic, and Social Outcomes.
"**Save as Draft**" will allow users to save progress, whereas "**Save & Continue**" will mark the "Executive Summary" section of the menu complete if all data is valid.



Proposal Content: Partners & Contribution

Partners & Contributions:

This is where the user will be able to enter the Project Partners, and Partner Contributions based on the entered Project Partners. Under the “Project Partners” table, a default placeholder for the Lead Partner will appear, once all information is complete, that will allow the user to enter Partner Contributions for the given partner in the second table. Additional Partners and Partner Contributions can be added as needed.



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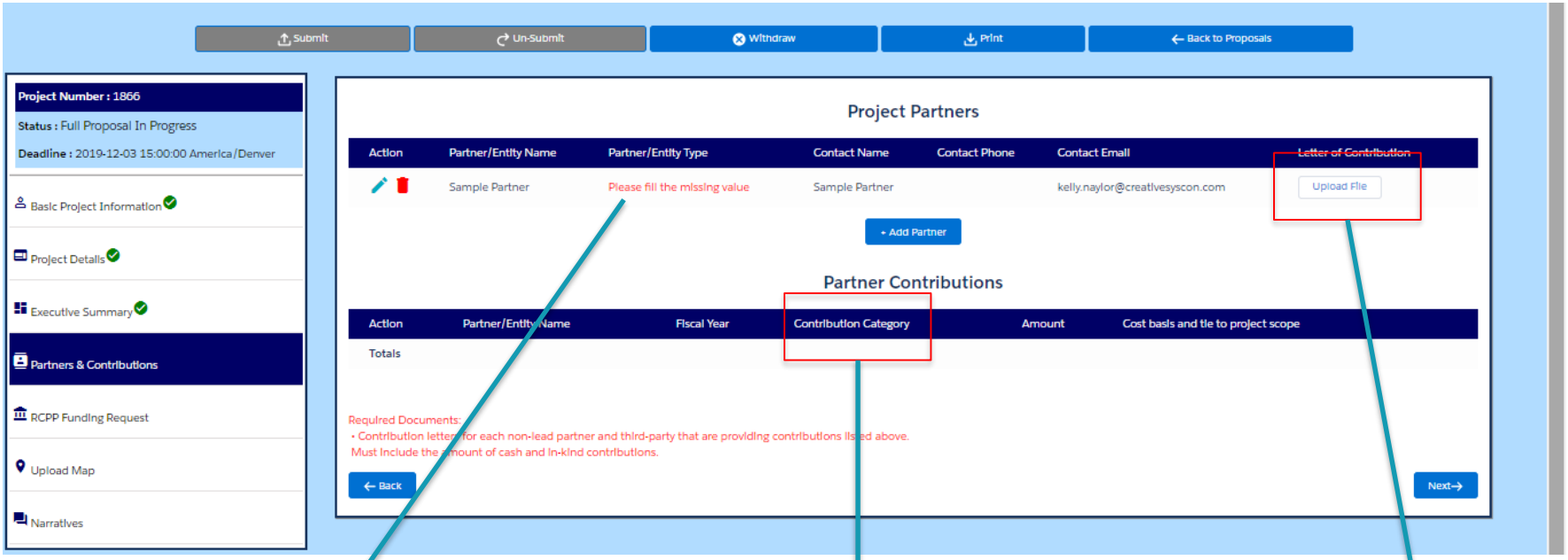
Proposal Content: Partners & Contribution



This will be automatically populated from the Basic Project Information Tab. You will need to fill in the Partner Type to be able to submit.

*Please include all Partners that will be actively contributing to the Project. These partners should also be replicated in Partner Contributions section.

Be Aware that if you are listing a Contribution for a specific Contract type, there must be relationship to the Funding Requested!

Ex: US Held Easement Contribution- but no US Held Easement FA asked for.

ONLY upload Letters of Contribution (must support what was entered below).

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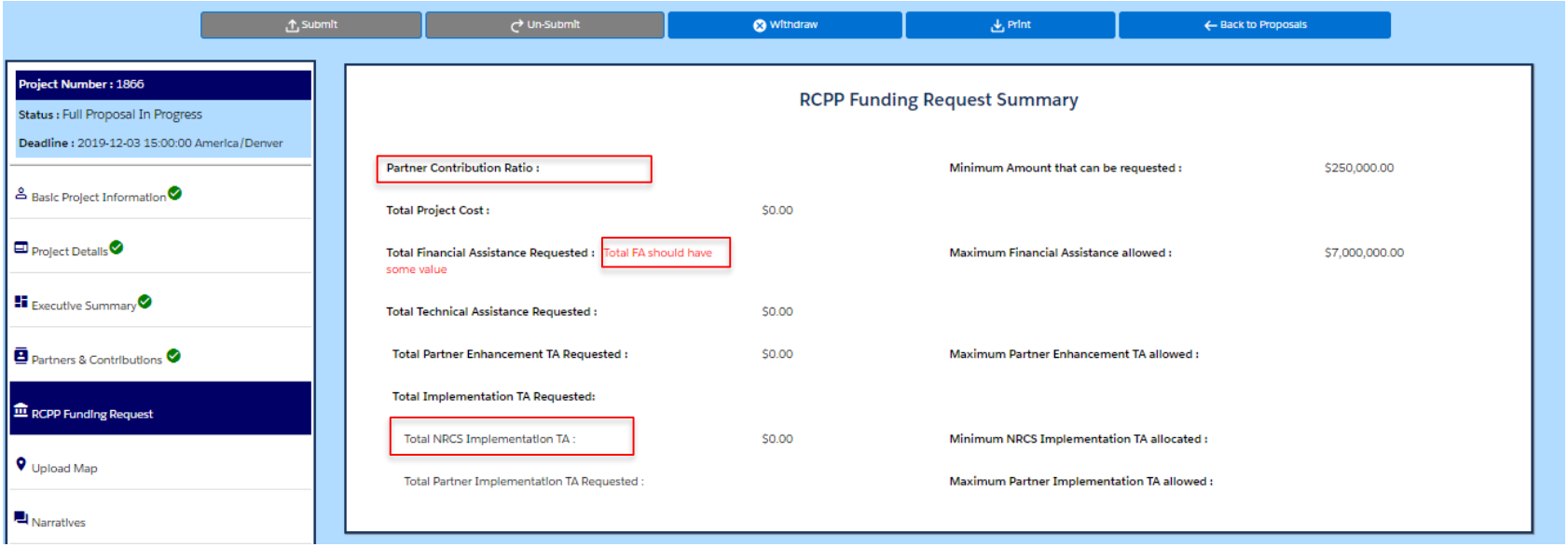
Proposal Content: Funding Request

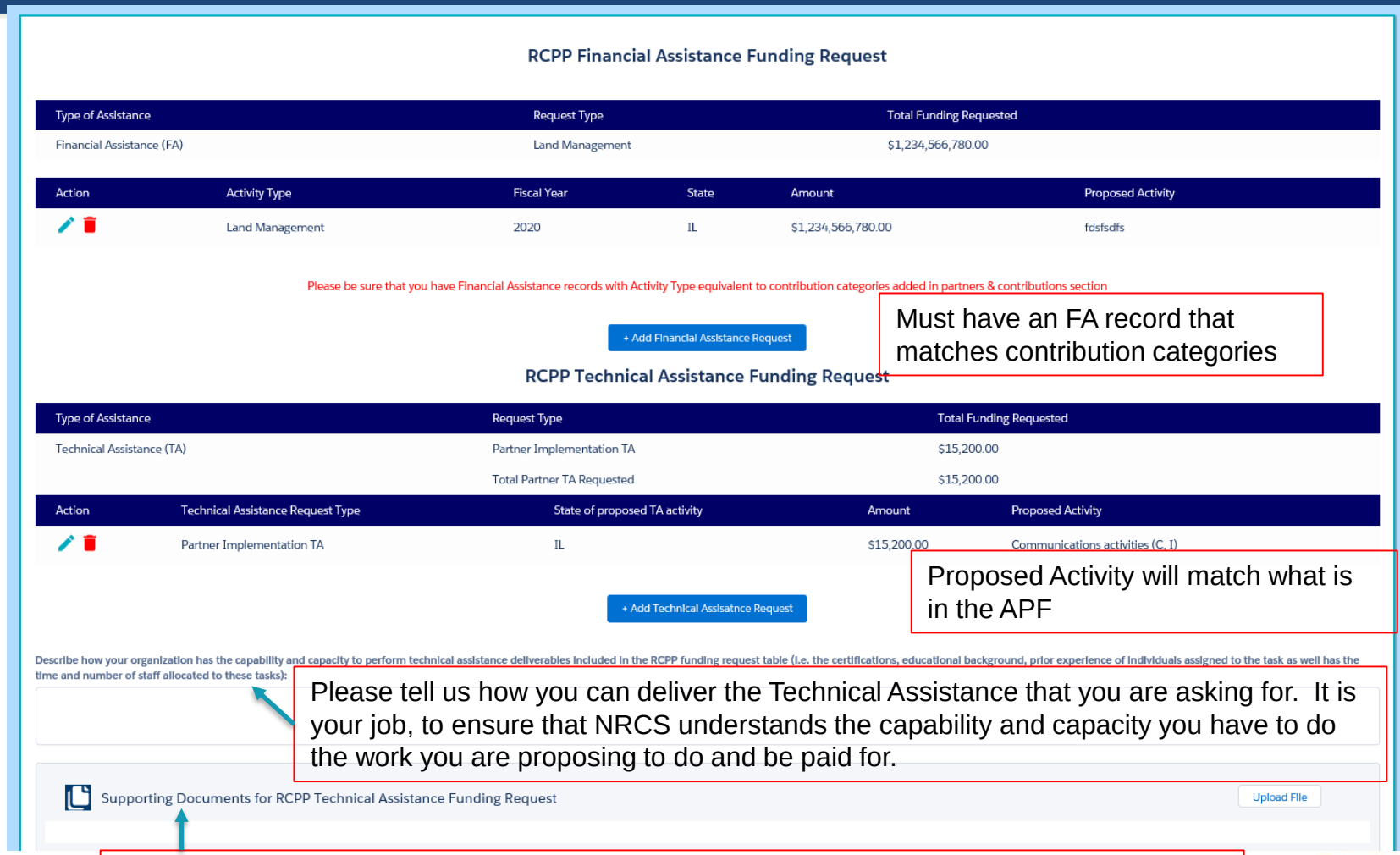
RCPP Funding Requests:

This is where users can add Financial Assistance (FA) Requests, Technical Assistance (TA) Requests, and view a RCPP Funding Request Summary Table.



1. Partner Contribution Ratio: This is automatically calculated based on what is requested and what was entered in the Contribution section.
2. Error Message(s): As you complete this section, there will be red error messages that will appear if the rules are not followed. You will need to correct the errors, before you will be able to submit the proposal.
3. NRCS Implementation TA: this will be auto calculated by the system based on the TA that is asked for by the Partner.

Proposal Content: Funding Request



RCPP Financial Assistance Funding Request

Type of Assistance	Request Type	Total Funding Requested
Financial Assistance (FA)	Land Management	$1,234,566,780.00

Action	Activity Type	Fiscal Year	State	Amount	Proposed Activity
	Land Management	2020	IL	$1,234,566,780.00	fdsfsdfs

Please be sure that you have Financial Assistance records with Activity Type equivalent to contribution categories added in partners & contributions section

+ Add Financial Assistance Request

Must have an FA record that matches contribution categories

RCPP Technical Assistance Funding Request

Type of Assistance	Request Type	Total Funding Requested
Technical Assistance (TA)	Partner Implementation TA	$15,200.00
	Total Partner TA Requested	$15,200.00

Action	Technical Assistance Request Type	State of proposed TA activity	Amount	Proposed Activity
	Partner Implementation TA	IL	$15,200.00	Communications activities (C, I)

+ Add Technical Assisatnce Request

Proposed Activity will match what is in the APF

Describe how your organization has the capability and capacity to perform technical assistance deliverables included in the RCPP funding request table (i.e. the certifications, educational background, prior experience of individuals assigned to the task as well has the time and number of staff allocated to these tasks):

Please tell us how you can deliver the Technical Assistance that you are asking for. It is your job, to ensure that NRCS understands the capability and capacity you have to do the work you are proposing to do and be paid for.

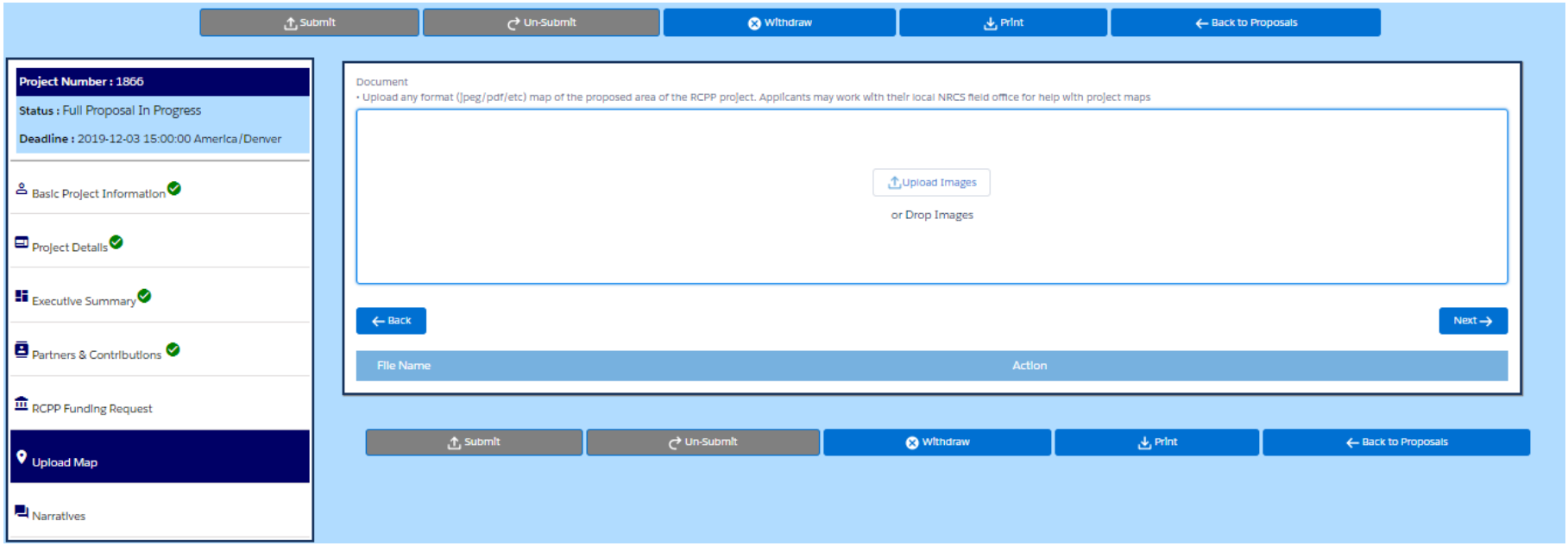
Supporting Documents for RCPP Technical Assistance Funding Request

Upload File

This is where you will upload Proposed Payment Schedules for TA activities, Other documents to support the above description, and if Watershed activities, upload the Watershed Plan.

Proposal Content: Upload Map

Upload Map:
This is where users can upload any format (jpeg/pdf/etc) map of the proposed area of the RCPP project. Applicants may work with their local NRCS field office for help with project maps.



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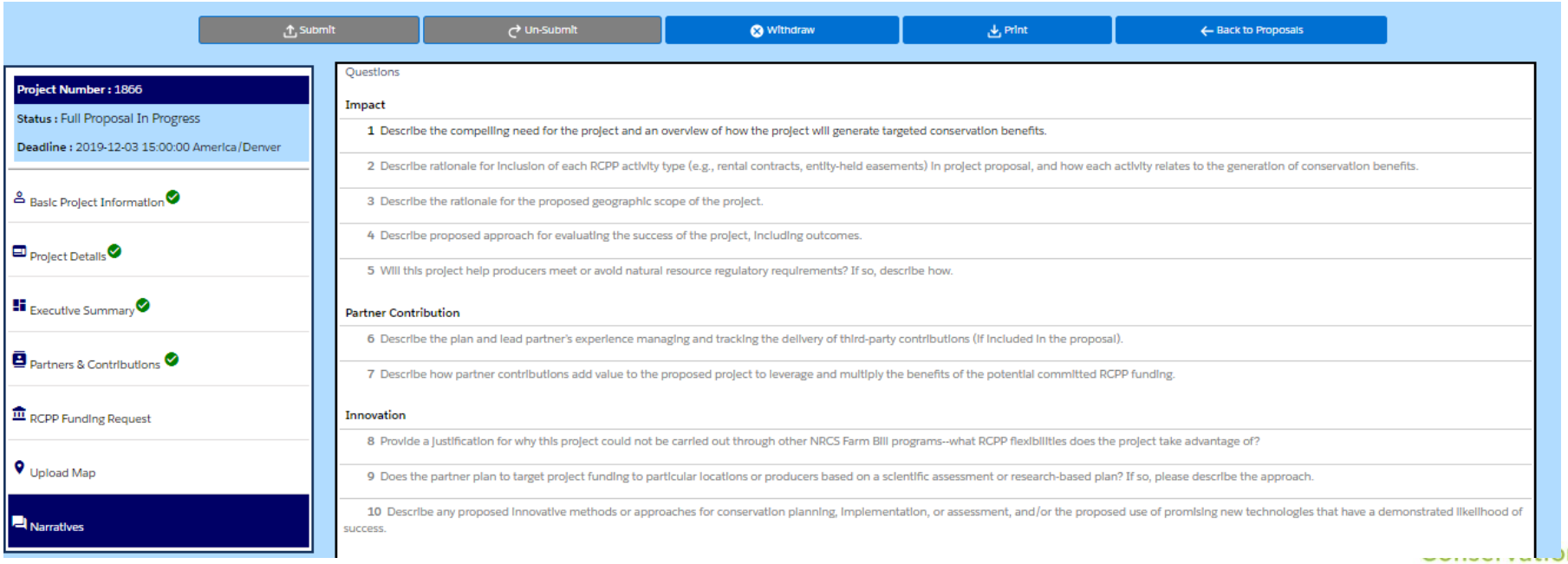
Proposal Content: Narrative Questions

Narratives:
This is where users can input answers to Narrative Questions on Impact, Partner Contributions, Innovation, and Partnerships and Management. These questions will match what was published in the APF and the RCPP Partner Guide.

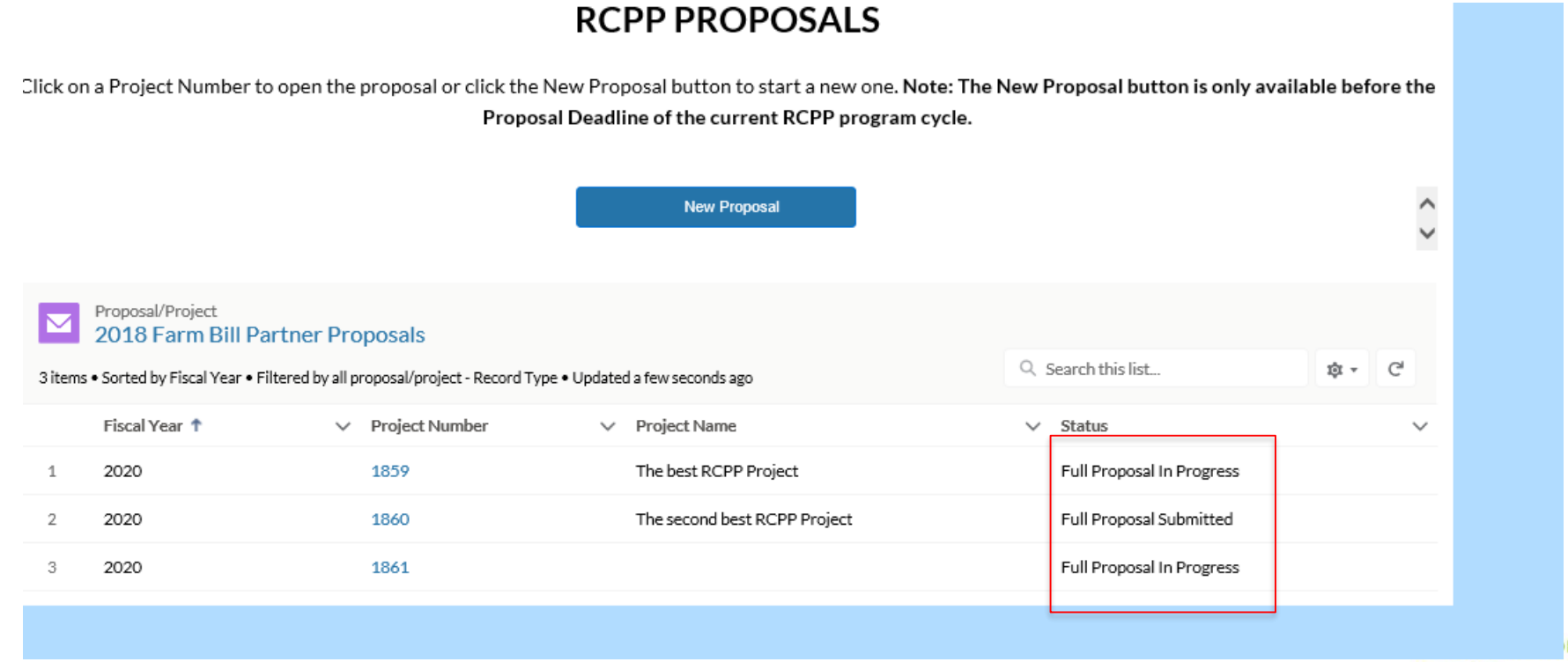
*Character Limit for the Questions is at 4,000 Characters. It does include spaces.



Submission

Submission

Once all sections are deemed complete (based on the Proposal menu), users can submit their proposal for review. If before the deadline, users do have the opportunity to un-submit, make corrections, and re-submit. Once the deadline has passed, the proposal will be locked for editing.



RCPP PROPOSALS

Click on a Project Number to open the proposal or click the New Proposal button to start a new one. **Note: The New Proposal button is only available before the Proposal Deadline of the current RCPP program cycle.**

New Proposal

Proposal/Project
2018 Farm Bill Partner Proposals

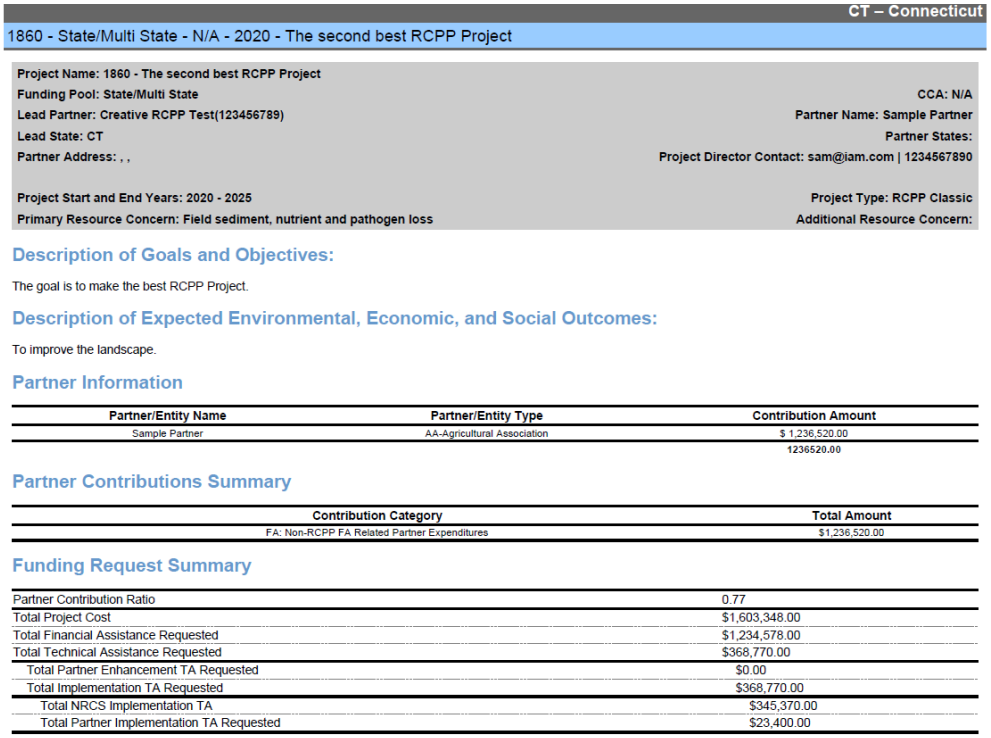
3 items • Sorted by Fiscal Year • Filtered by all proposal/project - Record Type • Updated a few seconds ago

Search this list...

	Fiscal Year	Project Number	Project Name	Status
1	2020	1859	The best RCPP Project	Full Proposal In Progress
2	2020	1860	The second best RCPP Project	Full Proposal Submitted
3	2020	1861		Full Proposal In Progress

Report:

Report:
Pushing the Print button the proposal will allow for the report to be generated allowing the user to see all the information entered into the system. This can be saved or printed for record keeping.



CT – Connecticut

1860 - State/Multi State - N/A - 2020 - The second best RCPP Project

Project Name: 1860 - The second best RCPP Project
Funding Pool: State/Multi State — **CCA: N/A**
Lead Partner: Creative RCPP Test(123456789) — **Partner Name: Sample Partner**
Lead State: CT — **Partner States:**
Partner Address: , , — **Project Director Contact: sam@iam.com | 1234567890**

Project Start and End Years: 2020 - 2025 — **Project Type: RCPP Classic**
Primary Resource Concern: Field sediment, nutrient and pathogen loss — **Additional Resource Concern:**

Description of Goals and Objectives:

The goal is to make the best RCPP Project.

Description of Expected Environmental, Economic, and Social Outcomes:

To improve the landscape.

Partner Information

Partner/Entity Name	Partner/Entity Type	Contribution Amount
Sample Partner	AA-Agricultural Association	$ 1,236,520.00
		1236520.00

Partner Contributions Summary

Contribution Category	Total Amount
FA: Non-RCPP FA Related Partner Expenditures	$1,236,520.00

Funding Request Summary

Partner Contribution Ratio	0.77
Total Project Cost	$1,603,348.00
Total Financial Assistance Requested	$1,234,578.00
Total Technical Assistance Requested	$368,770.00
Total Partner Enhancement TA Requested	$0.00
Total Implementation TA Requested	$368,770.00
Total NRCS Implementation TA	$345,370.00
Total Partner Implementation TA Requested	$23,400.00

RCPP Live Demonstration of Portal

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RCPP: Where to Find Help

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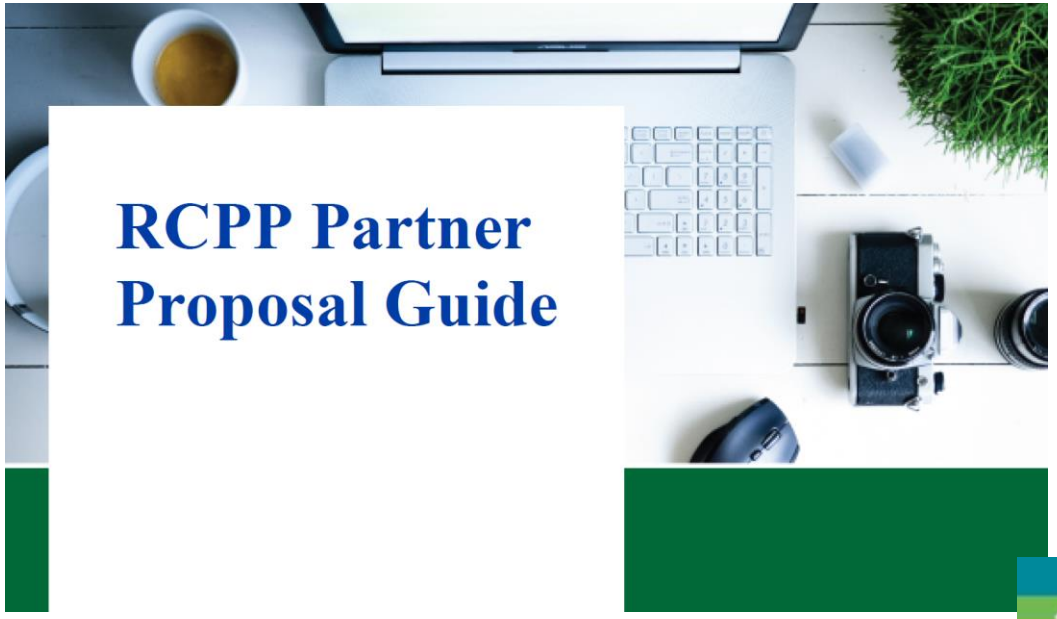
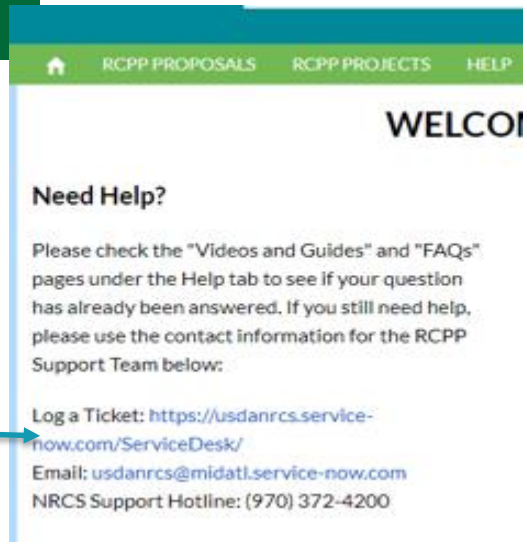


Partner Proposal Guide:

Document will provide more clarity and answer general questions on how to submit a proposal.

Portal Issues:

If you are having an issue with the Portal functionality, please use the following ways to get help.



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Where to find Help: State RCPP Coordinator- Your New Best Friend

Local Contact Help:

To Find your State RCPP Coordinator, go to the RCPP section of the NRCS website: https://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/financial/rcpp/?cid=nrcseprd1477816 and scroll down to here:

FY 2019 RCPP National Funding Opportunity

- FY 2019 RCPP National Funding Announcement (PDF)
- FY 2019 Outcomes Guidance (PDF, 159KB)

Proposal Documents

- State RCPP Coordinators (PDF, 145KB)
- RCPP Partner's Proposal Guide (PDF, 2.3MB)
- Sample Letter of Commitment (DOCX, 25KB)

For questions about timelines, the application process, and prog

A document will appear with the listing of coordinators as of 9/16/19

RCPP Coordinators

As of September 16, 2019

State	Name	Email	Primary Phone	Ext.
Alabama	Steve Musser	steve.musser@usda.gov	(334) 887-4503	
Alaska	Kristine Harper	kristine.harper@usda.gov	(907) 761-7737	
Arizona	Jason Kepler	jason.kepler@usda.gov	(602) 616-0560	
Arkansas	Dianne Schlenker	dianne.schlenker@usda.gov	(501) 301-3152	
California	Raeann Dubay	raeann.dubay@usda.gov	(530) 792-5653	
Caribbean Area	Jose Castro	jose.castro@usda.gov	(787) 501-6144	
Colorado	James Sperry	james.sperry@usda.gov	(719) 695-3342	
Connecticut	Joyce Purcell	joyce.purcell@usda.gov	(860) 871-4028	
Delaware	Jayme Arthurs	jayme.arthurs@usda.gov	(302) 678-4191	
Florida	Nina Bhattacharyya	nina.bhattacharyya@usda.gov	(352) 338-9554	
Georgia	Tansel Hudson	tansel.hudson@usda.gov	(706) 546-2097	
Idaho	Ron Brooks	ron.brooks@usda.gov	(208) 378-5724	
Illinois	Shannon Allen	shannon.allen@usda.gov	(217) 353-6624	

RCPP Question and Answer

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